



U.S. General Services Administration

# Federal Acquisition Service

## **Regional Business Application (RBA) Integration with e-Buy Connect**

### **Overview**

**January 2010**

## Federal Acquisition Service

# Topics

- Overview
- Driving Factors
- Assumptions / Constraints
- Workflow
- RFQ vs. RFI
- Contractor Registration

## Federal Acquisition Service

# Overview

- ITSS & e-Buy are now integrated to allow:
  - GSA users the ability to publish ITSS RFQs in e-Buy
  - Contractors to view & bid on opportunities from ITSS in e-Buy
- ITSS can now publish a Sources Sought (RFI) to e-Buy
- RBA still used to fund and award purchase orders

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# Driving Factors

- Compliance with Section 803 (Defense Authorization Act of 2002) which requires DoD agencies to seek a broad range of competition
  - E-Buy provides transparency and fair opportunity since all e-Buy registered contractors can view/bid on *all* RFQs
- Integration reduces duplicate efforts required to comply
- Web Services technology allows the RBA (and other external applications) to post RFQs to e-Buy and to import e-Buy quotes back into the application
  - This e-Buy feature is called **e-Buy Connect**

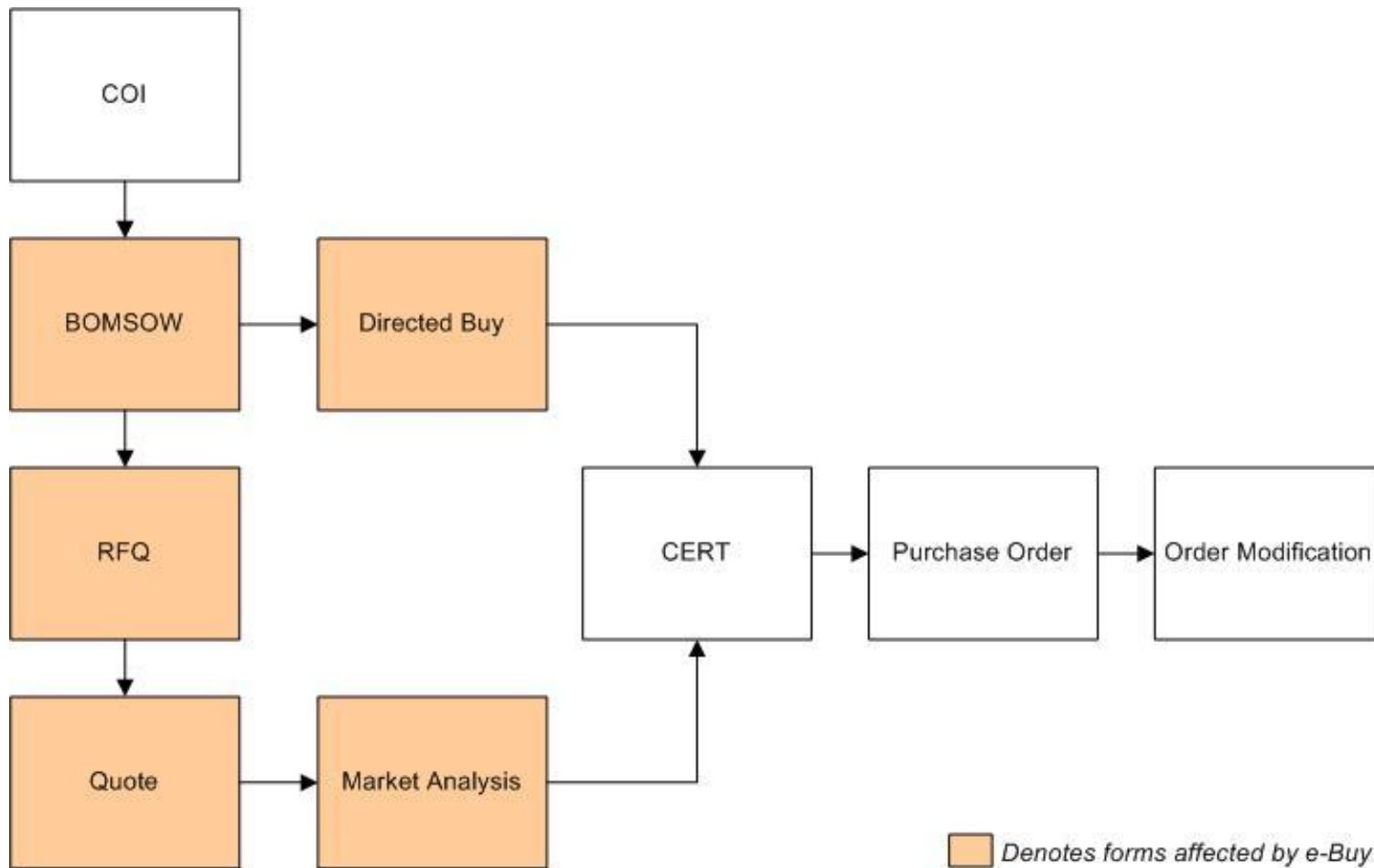
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# Assumptions / Constraints

- Only RFQs on basic orders can be published in e-Buy
- ITSS & e-Buy data will be kept in sync
- RFQs created in ITSS and published in e-Buy can only be amended through ITSS.
- Once RFQ is published in e-Buy, updates are not allowed to the BOMSOW attachments
- Contractors must be registered in e-Buy to view e-Buy RFQs

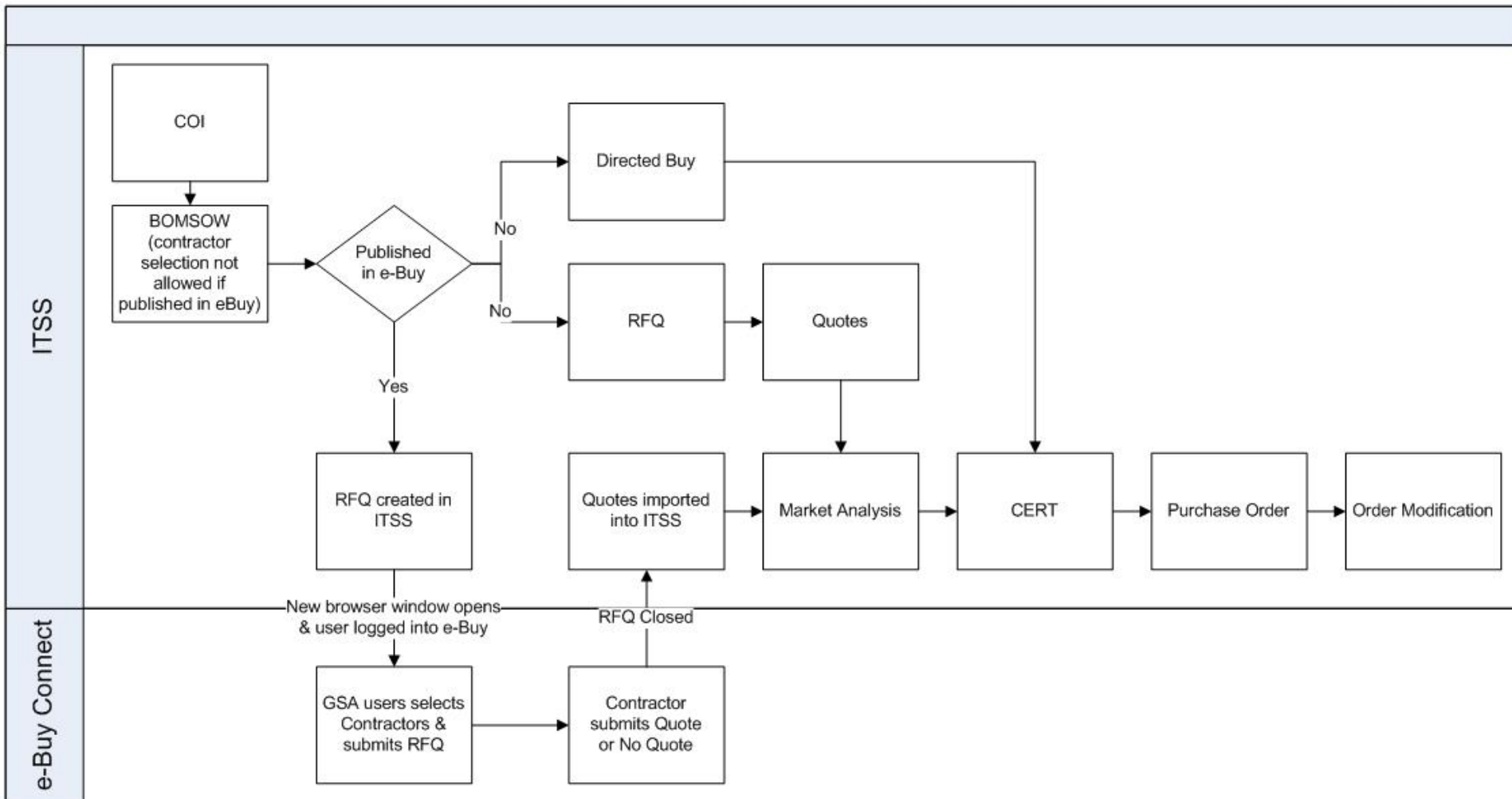
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# Current ITSS Workflow



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## ITSS &amp; e-Buy Integrated Workflow



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## BOMSOW Changes

- New *required* “Publish in e-Buy” field
- If “Publish in e-Buy” is Yes then:
  - User denotes if it’s a Request for Information (RFI)
    - ♦ New “Sources Sought” radio button

<b>Publish in e-Buy:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Would you like to publish this opportunity as an RFQ in e-Buy?
If Yes, you will select contractors within e-Buy after you submit the RFQ in ITSS.		
<b>Sources Sought:</b>	<input type="radio"/> Yes <input type="radio"/> No	Post as a Sources Sought or Request for Information (RFI) notice?
<b>Contractor List:</b>	<Contractor selection is not required in ITSS at this time>	

- No selection of contractors on BOMSOW - they will be selected in e-Buy



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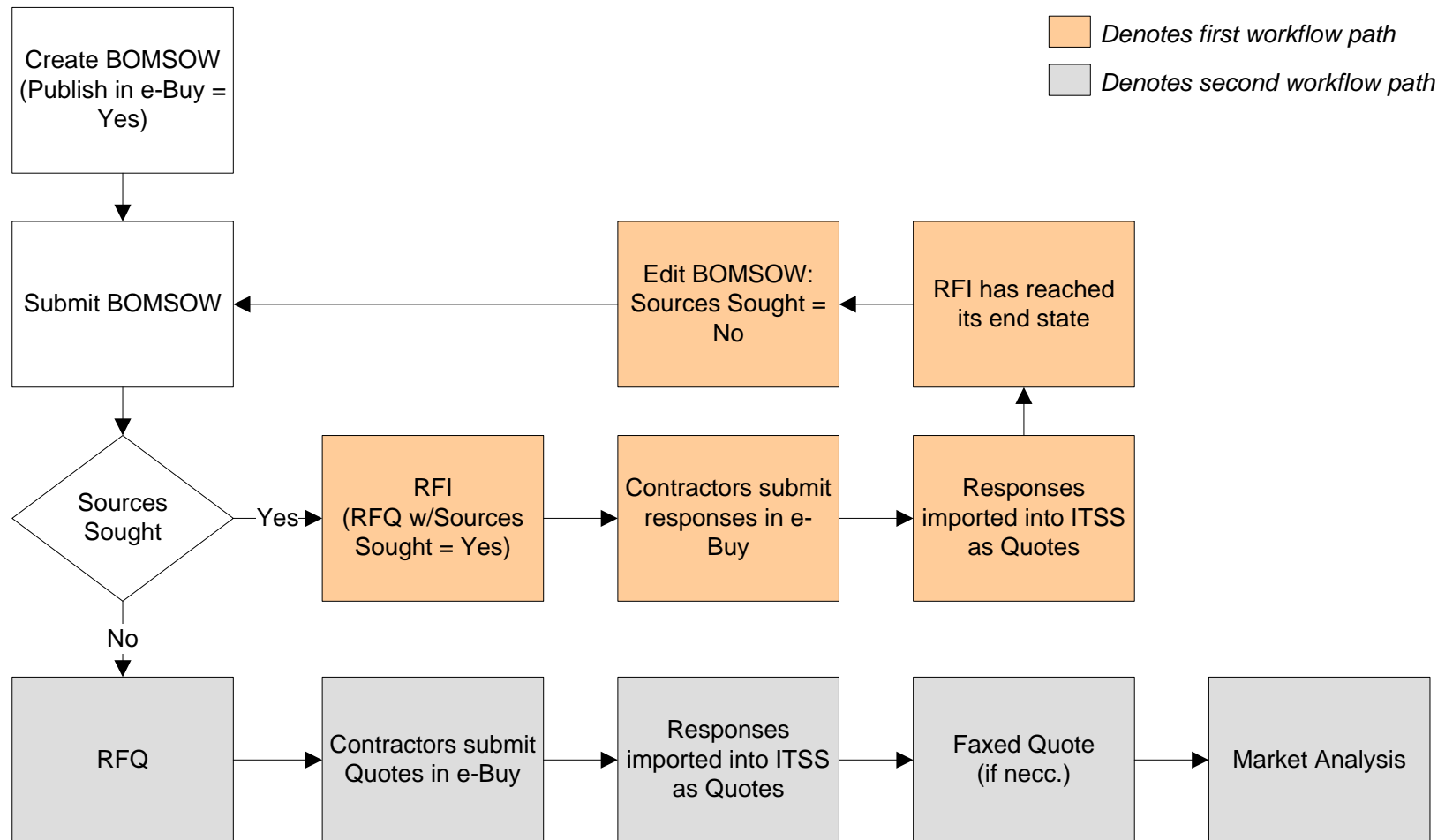
### Differences between RFIs (sources sought) and RFQs

	RFI	RFQ
Section 803 Compliant	✓	✓
User can create Faxed Quote		✓
User can create Market Analysis		✓
Can result in a Purchase Order		✓

- Previously ITSS did not have a notion of an RFI
- e-Buy supports both RFQs and RFIs, thus ITSS now supports both as well

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## Workflow with RFI and RFQ



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## RFQ Changes

- New RFQ status: “RFQ Published in e-Buy”
- Publish in e-Buy & Sources Sought fields displayed on RFQ

<b>Submitted By:</b>	Carol S. England at 07/24/2009
<b>Order ID:</b>	TMH072309B, Mod 00, Amendment 00, Revision 00
<b>Client Rep:</b>	Adam Aasen (90 Communications Squadron)
<b>Status:</b>	Quotes Requested - RFQ Published in e-Buy
<b>Publish in e-Buy:</b>	Yes
<b>Sources Sought:</b>	No

- New “View RFQ & Quotes in e-Buy” button displayed for RFQs published in e-Buy
  - Opens e-Buy in a new browser window


<a href="#">View RFQ &amp; Quotes in e-Buy</a>	<a href="#">Edit</a>	<a href="#">Go To Order Package</a>
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## RFQ Changes (cont.)

➤ If Publish in e-Buy is Yes:

- Quote Due Date minutes field is non-editable
  - All RFQs/RFIs in e-Buy must close on the hour
  - RFQ must be open for a minimum of 49 hours

Quote Due Date & Time: 	Date:	<input type="text" value="07/31/2009"/>		
	Time:	<input type="text" value="07"/> <input type="text" value="00"/> PM <input type="text" value="Eastern Standard Time"/>		
Note: If publishing in e-Buy, minimum solicitation open time is 49 hours.				

- Primary Contractor List is empty
- “Notify Cust Reps on Submitted Quote(s)” field is non-editable and automatically set to “No”

Primary Contractor List:	<You will be prompted to select contractors in e-Buy upon submission of this form>
Notify Cust Reps On Submitted Quote(s):	No

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# e-Buy Data Validations

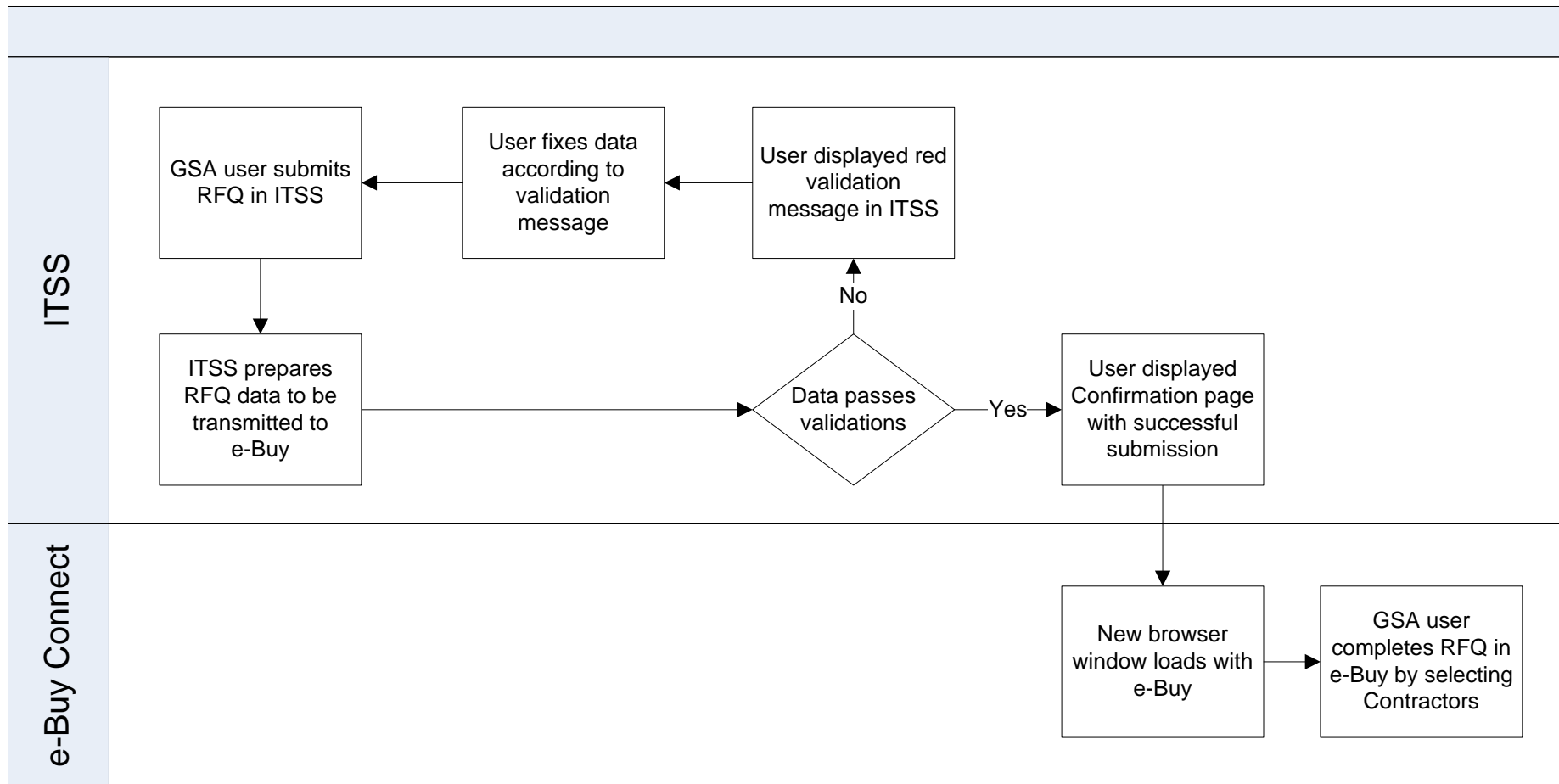
- ITSS will perform the same data validations as performed for RFQs/RFIs submitted directly in e-Buy

Field	Validation
POP From Date	POP From Date > Quote Close Date
Default Shipping Address	City must be valid for the given zipcode
Default Shipping Address	State must be valid for the given zipcode
Quote Close Date	Must be no less than 49 hours of RFQ creation

- If the data does not pass e-Buy validations, the RFQ/RFI will not be published in e-Buy

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# Workflow: Publishing an ITSS RFQ in e-Buy



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### **Demo:**

**1. Creating BOMSOW & Publishing  
Sources Sought (RFI) to e-Buy**

**2. Creating BOMSOW & Publishing RFQ  
to e-Buy**



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# Selecting Contractors in e-Buy

- Upon successful RFQ submit in ITSS, GSA user will automatically be logged into e-Buy in a new browser window
  - First time users will be required to log into e-Buy to map their ITSS account to their e-Buy account
  - Once the accounts are mapped, the user will not need to log into e-Buy (*ITSS will do this automatically*)
- Once logged into e-Buy the GSA user will be required to:
  - Add contractors to the RFQ
  - Submit the RFQ
- GSA users will be displayed a confirmation screen
- Vendors will be notified of opportunity by e-Buy

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# RFQ Closure

- e-Buy and ITSS will close the RFQ at the same time
- Upon RFQ closure all Quotes and No Bids will be imported into ITSS
  - Quotes/No Quotes for RBA registered contractors are displayed as Quotes in Order Package
  - “Unregistered Vendor Quotes Summary” page is created to display all responses submitted by contractors not registered in RBA

### Order Package

0907101000S-COI A J Luke (US Army Infantry School) GSA Evaluating>>Pub = Yes Sources = No (RFQ

00 Chronology

01 BOM/SOW 0907101000S - 00 Amendment 00 QUOTE PROCESS CLOSED

RFQ Modification 00 Amendment 00 Revision 00 CLOSED

Quote Amd 00 Rev 00 for Ebuy Tester (3M COMPANY) Cnt# GS-10F-0454M, BID=\$50.00

Unregistered Vendor Quotes Summary

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# Quote Imports

Matches on:

- ✓ Contract #
- ✓ DUNS#
- ✓ Company Name
- ✓ Contractor First Name, Last Name (mid. initial not req'd)

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## Unregistered Vendor Quotes Summary Page

## Quote Summary for Unregistered Contractors

[Go To Order Package](#)

## Quotes

e-Buy Quote Id	Date Received	Contractor (Company)	Contract Number Duns Number	E-mail Address Phone Number	Total Price	Comments	Attachments
RFQ231960-GSE	07/08/2009	Ebuy Tester (2020 COMPANY, LLC)	GS-10F-0141S 169810657	ebuyrfq@gsa.gov 1234567890	\$40.00		
RFQ231960-IFY	07/08/2009	Ebuy Tester (3H Technology LLC)	GS-10F-0095S 969430164	ebuyrfq@gsa.gov 1234567890	\$50.00		
RFQ231960-UFD	07/08/2009	Ebuy Tester (A&N ASSOCIATES, INC.)	GS-10F-0402R 938493806	ebuyrfq@gsa.gov 1234567890	\$60.00		
RFQ231960-QVT	07/08/2009	Ebuy Tester (A&T SYSTEMS)	GS-10F-0169R 153870530	ebuyrfq@gsa.gov 1234567890	\$60.00		

## No Quotes

e-Buy Quote Id	Date Received	Contractor (Company)	Contract Number Duns Number	E-mail Address Phone Number	No Quote Reason	Comments	Attachments
RFQ231960-PZH	07/08/2009	Ebuy Tester (6 SIGMA TECHNOLOGY GROUP)	GS-10F-0022S 127193683	ebuyrfq@gsa.gov 1234567890	No comment		

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# Quote Summary for Unregistered Contractors

- New page in RBA
- Displays information imported from e-Buy
  - Quotes
  - No Quotes
- Upon RFQ close, all contractors listed on this page are emailed by the RBA – requesting them to register in the RBA

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# Email Notification to Unregistered Contractors

Subject: RBA Registration Invitation

Hi e-Buy Contractor,

Thank you for submitting your quote in e-Buy for orderID: ABCDEFG. To be selected you'll need to be registered in the Regional Business Application's (RBA) IT-Solutions Shop (ITSS) using the url below

<https://itss.gsa.gov>

The on-line registration process only takes a few minutes, but the security authorization process takes 24-48 hours and requires a letter faxed or emailed to the ITSS Registration Desk to complete the 'Approved' status. There are on-line instructions to complete the registration process, but please refer any question on ITSS registration to the ITSS Help Desk at 1-877-243-2889 or [ITSSRegDesk@gsarba.com](mailto:ITSSRegDesk@gsarba.com)

When you've completed your registration, contact the POC [GSA RFQ Contact Person] at email address: [contactperson@gsarba.com](mailto:contactperson@gsarba.com)

Thank You,  
Regional Business Application (RBA)

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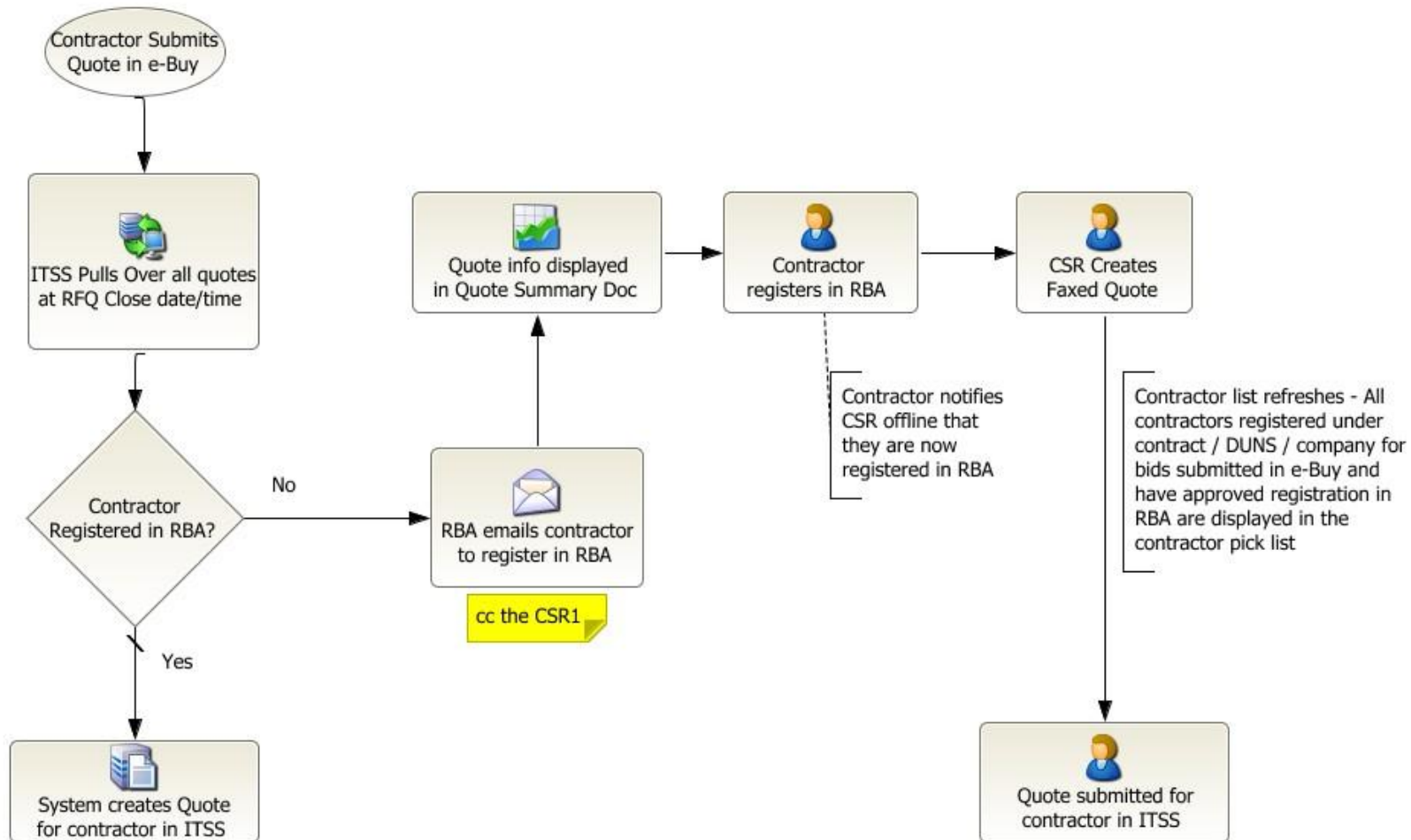
# RBA Contractor Registration

- If the Contractor is registered in the RBA:
  - Quote information will be imported from e-Buy and a proper Quote will be created in ITSS
  - The Contractor can be selected on the Market Analysis
- If the Contractor is **not** registered in the RBA:
  - Quote information will be imported from e-Buy and displayed in a Summary page
  - The Contractor must be registered in RBA before a Faxed Quote can be created for the contractor
  - GSA user only needs to create a Faxed Quote if they wish to view/select the contractor on the Market Analysis



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# Unregistered Vendors & Faxed Quotes





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# Market Analysis

- No changes on ITSS form - Market Analysis Bid Summary will only be populated with data from Quotes/Faxed Quotes received by RBA-registered contractors

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# Quotes

- No changes to the actual Quote form
- If RFQ was published in e-Buy contractors cannot create Quotes in ITSS
- Faxed Quote button will be:
  - Displayed if Sources Sought is “No” (RFQ was issued)
  - Hidden if Sources Sought is “Yes” (RFI was issued)
- If a GSA user wants to analyze a quote for an unregistered vendor in the Market Analysis (i.e. to select that vendor as the winning vendor) GSA user will create a Faxed Quote

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### **Demo:**

- 3. Closed RFI in RBA (next steps)**
- 4. Closed RFQ in RBA (creating MA)**

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# Amending an ITSS RFQ Published in e-Buy

- GSA user can extend RFQ deadline but not shorten
- Amendments made to an open RFQ in ITSS will flow down to e-Buy, Contractors will be notified by e-Buy of the RFQ amendment
- BOMSOW attachments cannot be updated during open RFQ
- GSA user can only amend an Open RFQ
  - Closed RFQs that were published in e-Buy cannot be edited or reopened

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# Where is the...?

### ➤ Attachment Button when editing the BOMSOW?

When the RFQ published in e-Buy is open, data on the ITSS BOMOSW is NOT pushed to e-Buy – this ensures data synchronization.

NOTE: Once an RFQ is published to e-Buy, users will not be able to publish new BOMSOW attachments until after RFQ is closed.

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### Where is the...(cont)

- Directed Buy button on BOMSOW?
  - Does not exist when BOMSOW has 'Publish in e-Buy' set
  
- Edit Button on RFQ?
  - Does not exist on closed RFQs published in e-Buy (e-Buy does not permit amendments on closed RFQs.)
  
- Market Analysis button on RFI?
  - Does not exist on this form. (RFQ Only)
  - Outside of cancelling the order, users cannot prematurely close/cancel an RFI. They must wait for the RFQ to close normally.

# Federal Acquisition Service

**- End -**

